

MINUTES OF REGULAR MEETING

Rio Vista-Montezuma Cemetery District

10:00 A.M.
Tuesday, January 12, 2021

1016 Hwy. 12
Rio Vista, CA 94571

Meeting held under the modified teleconferencing rules authorized by Governor's Executive Order N-29-20:

CALL MEETING TO ORDER/ROLL CALL

Meeting was called to order at 10:14 A.M. by Chairman Richard Dana; Present: Jim Monahan, Trustee; Lana Cates, Trustee; Becky Burch, Trustee; Jean Rubier, Trustee; Melinda Ingram, CPA and Joana Rodriguez, Manager. All were present VIA Teleconferencing.

PUBLIC COMMENTS

There were no public comments.

MANAGERS REPORT

The District's website went live on December 11, 2020. Still working on updating Legacy Mark so that we will be ready for the next phase (Data Import) for the website. Updated all employee pay thru Patriot Software for W-2's, 1099-MISC and 1099-NEC. Per Robert Hunt going forward all Trustee's will be receiving a W-2. No Burials for December and one on January 9 for James Leary. Worked on COVID-19 written prevention program with MVP Safety. There will be Unlawful Harassment Prevention for Trustees on February 9, 2021. Melinda Ingram has been very helpful in assisting with the recent audit.

AUDIT FOR FISCAL 2017/18 AND 2018/19 YEARS

Melinda Ingram, CPA for Solano County discussed her review of the audit she currently completed for the District. There were no findings to report. She mentioned that between her audit of the District's checking account and the review and process put in place by Manager Joana Rodriguez that there was no need to have another audit of books from January 2019 thru April 2020 as previously requested by the Board.

APPROVAL OF MINUTES

The Board reviewed the minutes of the regular meeting on December 8, 2020. It was MSP (Becky Burch/Lana Cates) to approve the minutes of the December 8, 2020 meeting as read. Roll Call: Richard Dana (yes), Jim Monahan (yes), Lana Cates (yes), Becky Burch (yes) and Jean Rubier (yes). The vote was unanimous.

APPROVAL OF ACCOUNTS PAYABLE

The board reviewed the accounts payable for December 2020. It was MSP (Jim Monahan/Jean Rubier) to approve the following account payable. Roll Call: Richard Dana (yes), Jim Monahan (yes), Lana Cates (yes), Becky Burch (yes) and Jean Rubier. The vote was unanimous.

Accounts Payable for December 2020 - See Attached

MEMBERS REPORT

Jim Monahan made mention of the wreaths at Shiloh and Collinsville. Richard Dana asked Melinda Ingram if she knew anything about the County-wide Consolidation of our cemetery. Jean Rubier and Becky Burch brought up the letter that had been received by the District from the Civil Grand Jury. It was requested that a copy of the letter be sent to Melinda Ingram.

ADJOURNMENT

There being no further business to come before the board, the meeting was adjourned at 10:41 A.M.

The presiding Director of the February 9, 2021 meeting hereby certifies that the above minutes were approved as read or corrected.